

**Vacancy Announcement # 00-292 DH/sp**

**POSITION:** Program Assistant (Office Automation), GS-344-6

**LOCATION:** Bureau of Alcohol, Tobacco and Firearms  
Assistant Director – Firearms, Explosives & Arson  
Arson and Explosives Programs Division  
Explosives Technology Branch  
Washington, DC

**NOTE:** Position may be moved to Beltsville, Maryland

**OPENING DATE:** July 20, 2000      **CLOSING DATE:** August 17, 2000

**AREA OF CONSIDERATION:** All Sources including Veterans who are preference eligible or who have been separated from the Armed Forces under honorable conditions after 3 years or more continuous service may apply. **Please note on application if applying under VRA authority.**

**DESCRIPTION OF DUTIES:** Performs a variety of support duties relating to operating programs, operations and functions of a Branch. Assists higher level personnel in the Branch by handling designated portions of studies and surveys to assess the effectiveness of program operations. Provides assistance on projects and in the preparation of reports and other written material. Researches a variety of questions and issues relating to Branch programs and responsibilities. Prepares reports. Responds to inquiries from the field, both in ATF and in other law enforcement agencies, Bureau management officials and the general public. Maintains Branch files and records. Routinely updates a database consisting of projects conducted by the Branch. Provides clerical and administrative support to the Branch Chief.

**QUALIFICATION REQUIREMENTS:** Applicants must meet all qualifications, including time-in-grade requirements by the closing date of this announcement. Applicants must have one year of specialized experience equivalent to the next lower grade in the federal service. Specialized experience is experience, which is directly related to the duties of the position to be filled, and which has equipped the candidate with the particular knowledge, skills and abilities to successfully perform the duties of the position. **Applicant must show evidence (by self-certification) of typing skill of at least 40 words per minute. This form may be downloaded from Internet site: [www.opm.gov/forms](http://www.opm.gov/forms). If this evidence is not shown, the applicant will not be considered.**

**EVALUATION METHODS:** Status applicants will be evaluated and given points on relevant experience; formal college level education; training and self-development within the past five years; QSI, SSP, Special Act and Suggestion awards; current performance appraisal; and the Supplemental Experience Statement. Non-status applicants will be evaluated on relevant experience and the Supplemental Experience Statement.

The following factors in the Supplemental Experience Statement will be used as the basis for determining the best-qualified applicants.

### **SUPPLEMENTAL EXPERIENCE STATEMENT (KSA'S)**

On separate sheets of paper describe your work experience, training and/or awards, volunteer experience or hobbies as they relate to each of the factors below. Provide detailed evidence of each of the factors and show how and when they were used. Include clear, concise examples that show level of accomplishments and degree of responsibility. Include where and when you acquired the knowledge and abilities.

1. Ability to participate in research projects and studies.
2. Knowledge of the capabilities and operating characteristics of a variety of types of office automation software.
3. Ability to communicate verbally and in writing.
4. Ability to perform a variety of clerical duties.

### **CONDITIONS OF EMPLOYMENT**

The following statements are applicable:

- ☒ A pre-employment drug test is required.
- ☒ A pre-employment background investigation is required.
- ☒ Incumbent must be U.S. citizen.
- ☒ Male applicants born after December 31, 1959, must be registered with the Selective Service System.
- ☒ Non-ATF applicants will not be reimbursed for travel and relocation expenses.
- ☒ Promotion potential – None

### **GENERAL INFORMATION**

1. Applications will not be returned to applicants.
2. ATF provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please contact us at the phone number listed below.
3. Applications must be received by the closing date of this announcement. The postmarked date will be considered only for those persons applying as non-status applicants for "All Sources" announcements.

### **HOW TO APPLY**

A. Candidates may submit a resume; SF-171, Application for Federal Employment; or OF-612, Optional Application for Federal Employment. The OF-612 may be obtained by contacting us at the address and telephone number below, or downloaded from the Internet address: [www.opm.gov/forms/](http://www.opm.gov/forms/). The SF-171 is no longer available for distribution.

**Your application must contain the following information:**

1. Title series, grade and vacancy announcement number for which you wish to be considered.
2. Full name, social security number and mailing address.
3. Daytime and evening telephone numbers.
4. Experience most relevant to this position, include name of employer, dates of employment, job title, grade (if applicable), start and end dates and a description of duties and responsibilities.
5. Average hours worked for each position if other than 40 hours per week.
6. Name, location and date of high school and college attended.
7. Type of degree, if any, date received, GPA, major/minor field of study.
8. Relevant training: course titles, dates, and number of hours and institutions.
9. Description of awards, honors, and special qualifications such as language, computer skills, typing speed and year received.
10. Clear identification of U.S. citizenship.

**B. Additional information/completed forms should be submitted:**

- ☒ Written response to the Supplemental Experience Statement.
- ☒ DD-214, if claiming 5 point preference. **(For non-status consideration only.)**
- ☒ Both DD 214 and SF-15, if claiming 10 point preference. **(For non-status consideration only.)**
- ☒ Performance appraisal dated within the last year. If not submitted, credit will **not** be given for that portion of the evaluation process. **(For status consideration only)**
- ☒ Current/former Federal employees - SF-50 reflecting competitive status.
- ☒ Applicants with disability or veterans eligible for non-competitive appointment. Provide appropriate documentation.
- ☒ Competitive-examining authority has been delegated to ATF by the U.S. Office of Personnel Management. Non-status applications will be forwarded to the Delegated Examining Unit for rating, ranking and referral. **Status candidates who wish to be rated under both merit promotion and competitive procedures must submit two complete applications.**
- ☒ Self-certification for typing proficiency of at least 40 wpm.
- ☒ Self-initiated training and self-development taken within past five years (courses, training sessions or seminars that are three or more days in length.) Provide month/year of class, title and length of class.

**CTAP/ICTAP:** Federal employees seeking CTAP/ICTAP eligibility must submit proof that they met the requirements of 5 CFR 330.605(a). This includes a copy of the agency notice and a copy of their most recent SF-50, noting current position, grade level and duty station. They must be rated well qualified for the position. To be well qualified for the position, applicants must meet the mid-level range of the crediting plan for all factors.

**SEND COMPLETED APPLICATION TO:**

Bureau of Alcohol, Tobacco and Firearms  
Office of Management/Personnel Division  
Attn: Merit Promotion Branch, Room 4170  
650 Massachusetts Avenue, NW  
Washington, DC 20226

(202) 927-8610 main number (202) 927- 8649 fax number (202) 927-7964 TDDY  
You may also use web-site [www.usajobs.opm.gov](http://www.usajobs.opm.gov) to find out about other job opportunities.

**AN EQUAL OPPORTUNITY EMPLOYER**

**ALL APPLICANTS WILL RECEIVE CONSIDERATION REGARDLESS OF RACE, COLOR, SEX, AGE, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, SEXUAL ORIENTATION, RELIGION, OR ANY OTHER NONMERIT REASONS.**